

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160059-6

CONTROL NO.

## PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Navy Monthly Drill Report No form

2. TYPE  
OF  
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

PERSONNEL

TRAINING

ADMIN. GENERAL

LOGISTICS

SECURITY

OTHER (specify)

MEDICAL

FINANCE

4. NO. OF COPIES PREPARED

3

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

1

7. FORMAT (memorandum, form computer print-out, etc)

Letter

8. ADP PROCESSING

YES

IF YES GIVE ADP PROCESSING NO.

X

NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

Bupers Inst's/Rupert

10. PREPARING COMPONENT (include lowest level contributing information to report)

Pol Mil Affrs Co 5-2

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-05 to GS-15	\$5.00		3		\$15.00		12		\$180.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

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## TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Rupert prepared to inform oomfive and rora of drill attendance by date performed.

(Rupert -- Reserve Unit Personnel and Performance Report)

## 14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒ RETAIN AS IS ☐ OTHER (explain)

☐ CHANGE

☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

STAT

16. DATE OF INVENTORY

9/21/70

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

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18. EXTENSION